

**LYON COUNTY
BUILDING USE APPLICATION****PART 1: USER INFORMATION**

COMMUNITY LOCATION: YERINGTON BUILDING NAME: LIBRARY
DATE: 12/12/16 START TIME: 2:30 PM FINISH TIME: 5:00 PM
APPLICANT'S NAME: JERYL GARDNER PHONE NUMBER: 775-220-7135
APPLICANT'S ADDRESS: 901 S. STEWART ST., STE. 400, CARSON CITY, NV 89701
ORGANIZATION NAME (IF APPLICABLE) NEVADA DIVISION OF ENVIRONMENTAL PROTECTION
CATEGORY OF USE (SEE POLICY, Section 4.8) A B C D
TYPE OF EVENT: PUBLIC MEETING ESTIMATED NUMBER OF ATTENDEES: 30
AGE RANGE OF ATTENDEES: 30-60 REFER TO LAW ENFORCEMENT: YES NO
WILL ALCOHOL BE SERVED? YES NO ✓ ADDITIONAL PERMITS REQUIRED:
WILL ALCOHOL BE SOLD? YES NO ✓ LAW ENFORCEMENT LIQUOR LICENSE
WILL FOOD BE SERVED? YES NO ✓ HEALTH PERMIT ✓

PART 2: BUILDING MANAGER REVIEW

FEE CALCULATION:
RENTAL: waived CLEANING DEPOSIT: waived DAMAGE DEPOSIT: waived
DATE APPROVED: ADDITIONAL PERMITS:
PROOF OF INSURANCE: NO YES N/A
AMOUNT: INSURANCE CARRIER AND POLICY: N/A
OTHER REQUIREMENTS:

PART 3: FEES AND DEPOSIT

DEPOSIT RECEIVED: \$ waived (50% of all charges) DATE:
FINAL FEE PAYMENT: \$ waived (Balance Due) DATE:
CLEANING DEPOSIT: \$ waived DATE:
DAMAGE DEPOSIT: \$ waived DATE:
KEY DEPOSIT: \$ waived DATE:

PART 4: REFUNDS AT END OF EVENT

REFUND: CLEANING \$ waived DAMAGE \$ waived DATE:
BUILDING MANAGER'S SIGNATURE:

HOLD HARMLESS: The user of this facility is the responsible individual and agrees to indemnify, defend and hold harmless Lyon County, its commissions, boards, offices, employees, and volunteers from all costs, expenses and damages for liability arising out of the use of this facility or the use by persons invited to use the facility by the applicant.

*If the building is used longer than indicated, additional fees shall be required. If these fees are not paid, future use of any county building will be denied. Additional fees may be subtracted from the deposit.

he applicant is the responsible individual to be present during the entire event and will coordinate with the Building Manager at the beginning and end of the event.

If alcohol is present at event and not indicated and approved, or if smoking prohibition is not observed, the deposit will not be refunded and future use of any county building will be denied.

APPLICANT'S SIGNATURE: [Signature]

DATE: 10/26/16

BUILDING MANAGER'S SIGNATURE: _____

DATE _____

Special Event Requirements:

In addition to the general requirements, some events will need to comply with additional requirements as outlined below. Permits/licenses listed below are not an inclusive list. Any permits/licenses required shall be delivered to the Building Manager at least two (2) weeks prior to the proposed activity/event. If these requirements are not met, the reservation will be cancelled. All deposits from the user will be forfeited. Sufficient time to process any license or permit is the responsibility of the applicant. **IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF ANY ADDITIONAL PERMITS/LICENSES ARE REQUIRED. FOR LAW ENFORCEMENT CONTACT THE SHERIFF'S OFFICE.**

Fire Permit may be required for events or social functions where attendance is expected to be 50 people or more, such as craft fairs, open-air markets, cook-offs, dances, carnivals, etc. For additional information, please contact the Lyon County Fire District in the area where the facility is located.

FIRE DISTRICTS		
Central Lyon County Fire District	231 Corral Drive Dayton, NV 89403	775-246-6209
Mason Valley Fire District	118 S. Main Street Yerington, NV 89447	775-463-2261
North Lyon County Fire District	195 E. Main Street Fernley, NV 89408	775-575-3310
Smith Valley Fire District	1 Hardie Lane Smith, NV 89430	775-465-2577

Health Permit may be required for events or social functions where food or beverages are being served to the public. For more information, please contact the State of Nevada, Division of Health, 1179 Fairview Dr, Carson City at (775) 687-4750.

Liquor License may be required. For additional information, please contact the Lyon County Clerk's Office at (775) 246-6138 or (775) 577-5043. **NOTE: Law enforcement and/or security will be required at any event held at/in a County facility if alcoholic beverages are served.**

Outdoor Festival Permit may be required for events at which music is provided. For additional information please contact the Lyon County Sheriff's Office at (775) 463-6600 or (775) 577-5021

Street Closure Permit must be obtained for any event where County streets/roads need to be closed. For additional information please contact the Lyon County Road Department at (775) 577-5011. If the event is in City of Yerington call (775) 463-3511 or City of Fernley call (775) 784-9800. State Highway closures are applied through the State of Nevada, Department of Transportation at (775)-888-7000.

Approved June 7, 2007 – F I N A L